DAILY CLEANING REQUIRMENTS:

INCENTIVE: If the following cleaning requirements are met, inmates will have access to the dayroom, phones, and outside rec yard during non-lockdown periods.

Each week there will be random inspections of the jail and individual cells. The Officer's will be checking all the following areas:

SURFACE: Doors, walls, railings, tables, ceilings, and wall vents. No written items, pictures and any paper materials on cell walls. No scratching on any surfaces. Phone areas clean – no dirt, dust, or prints.

WINDOWS: No streaks, dust, or prints. All windows sills must be cleaned.

FLOORS: Swept clean and mopped, including under beds and tables.

SHOWER AREAS: Clean walls, floors, ceilings, and toilets. Toilets, shower stalls and sinks must be clean of all water spots. Shower pads should be cleaned daily.

CLEANING EQUIPMENT: 1 mop, 1 mop bucket with wringer, 1 broom, 1 scrub brush, 1 toilet brush, clean rags, and cleaning chemicals.

OUTSIDE YARD: Yard is to be swept of any and all debris.

INDIVIDUAL ROOMS (IN ADDITION TO THE ABOVE): Each day by 10:00am beds are to be made neatly. No extra blankets, sheets, towels, or mattresses unless authorized. All personal items must be kept in plastic bin. Nothing is to be posted or written on the cell walls or windows, except for 5 photos as previously stated. Also, nothing is to be put on windowsills or covering the window on the cell door. Sinks and toilets are to be cleaned and sterilized daily.

GENERAL: Personal items are to be arranged neatly in the plastic bins provided. Jail uniforms will be worn at all times during your incarceration.

HALLWAYS: The sink counter must be wiped clean and free from any clutter. All papers and books are to be kept neatly and put away in an orderly manner.

IF THERE ARE ANY VIOLATIONS OR NON-COMPLIANCE FROM ANY INMATE. THEY WILL BE LOCKED DOWN FOR 24 HOURS FROM THE TIME OF INCIDENT. IF THE PROBLEM CONTINUES, FURTHER DISCIPLINARY ACTION WILL BE TAKEN: All inmates in the facility will be accountable for cleaning. The inspection will consist of both dayrooms, upstairs and down stairs, and individual cells.

NOTICE: This notice is to inform all inmates at the Ferry County Correctional Facility that there will be regularly unscheduled cell inspections and shakedowns. These inspections can be done at any time.

INDIVIDUAL CELL: A cell inspection shall be an inspection of each individual inmate cell. Each inmate cell should be cleaned daily and all items should be arranged in an orderly manner. **See Incentive Program.**

A SHAKEDOWN (CELL INSPECTIONS) WILL BE A DETAILED INSPECTION OF EACH INDIVIDUAL INMATE CELL TO REMOVE ANY AND ALL DANGEROUS CONTRABAND ALSO NON- DANGEROUS NUISANCE CONTRABAND AS WELL.

ITEMS ALLOWED IN CELL:

- **1 MATTRESS (2 WITH PROOF OF MEDICAL HISTORY)**
- **1 PILLOW**
- **1 SET OF LINENS**
- **1 ISSUED UNIFORM (EXCEPTION TO OTHER COUNTY INMATES)**
- **1 PAIR OF JAIL ISSUED SANDALS**
- **3 PAIR OF WHITE SOCKS, WHITE T-SHIRTS, UNDERPANTS**
- **COMMISSARY ITEMS (NO FOOD FROM MEALS)**
- **ISSUED HYGIENE ITEMS (PURCHASED ITEMS FROM COMMISSARY EXCEPTED)**
- **WRITING MATERIALS (WRITING PAD AND FLEX PEN)**

- **PERSONAL AND LEGAL MAIL (ANYTHING THAT DOES NOT FIT IN PLASTIC BIN AND LYING LOSELY, NEEDS TO BE PUT IN PROPERTY STORAGE OR RELEASED.)**
- **5 BOOKS PAPERBACK ONLY**
- **EATING UTENSILS: 1 BOWL, 1 CUP, 1 SPORK**
- **1 ROLL OF TOILET PAPER PER CELL**
- **1 SET OF LONG UNDERWEAR DURING WINTER MONTHS (JAIL ISSUE)**

ANYTHING THAT IS NOT LISTED WILL BE CONFISCATED.

IMPORTANT: NO MORE THAN FIVE PICTURES ARE ALLOWED TO BE ATTACHED TO THE WALLS. ANY IN EXCESS WILL BE REMOVED BY THE INMATE AND THE WALL(S) TO BE CLEANED BY THE INMATE ASSIGNED TO THAT CELL.

AREAS TO BE CLEANED: Inmate cells (All areas of cell), Hallways, Stairways, Dayrooms, Shower stalls, and Outside recyard.

CLEANING DIRECTIONS:

SWEEP:

1. Use broom and dust pan provided
2. Sweep entire area
3. Pick-up trash and dust with dust pan
4. Put trash and dust into trashcan

MOPPING:

1. Use mop and mop bucket with wringer provided
2. Mop entire area after you have swept

IMPORTANT: It is very important that you use the disinfectant cleaners provided for your toilet, sink and shower. (Any and all areas that you come in contact with.)

SINKS:

1. Use clean rag and disinfectant cleaner provided
2. Spray and wipe down entire sink until clean

TOILET:

1. Use toilet brush and disinfectant cleaner provided
2. Flush toilet
3. Spray disinfectant cleaner in toilet bowl
4. Use toilet brush to scrub the entire inside toilet bowl
5. Flush toilet
6. Spray entire toilet and toilet seat with disinfectant cleaner
7. Wipe entire toilet and toilet seat with rag until clean

SHOWER:

1. Use clean rag and disinfectant cleaner provided
2. Spray entire shower with disinfectant cleaner then let it set for a few minutes

Use clean rag to scrub walls and floors of shower

3. Run shower to rinse clean

WINDOWS:

1. Use clean rag and cleaner provided
2. Spray entire window
3. Use clean rag to scrub window until clean and dry

NOTE: New cleaning supplies will not be issued until the empty dispensers are returned.

INCENTIVE

OUTSIDE REC YARD: **The outside rec yard will not be open until all daily cleaning is done by all inmates within the facility.**

REASON: Your usage and enjoyment of recreation are privileges that are earned and permitted only as long the aforementioned sanitary practices are adhered to. Privileges may and shall be revoked on a day-to-day basis by the Corrections Staff until you adhere to the rules. The requirement of maintaining a clean and healthy environment of the facility is imposed by Washington State Law. Any conduct which violates the Washington State Law will result in revocation of privileges and possible disciplinary actions may be taken to insure your compliance with the Health and Sanitary Requirements of the Washington State Law.

All matters are subject to change depending on circumstances or as supervisor directs.

INMATE HANDBOOK AND MANUAL

FERRY COUNTY CORRECTIONS

REPUBLIC, WASHINGTON

TO THE INMATE: The rules and regulations contained in this manual apply to all inmates. Rules and Regulations are intended to ensure your safety, sanitary living conditions, fair treatment, and the protection of your Constitutional Rights. If you are in doubt as to what you are to do at any time, it is your responsibility to ask a Corrections Deputy or staff member. This handbook is **NOT** all inclusive. There are any number of laws which apply to you as an inmate that are not included in this handbook. The handbook is a general guide. You don't have to agree with the rules, you are expected to obey them. Please understand this handbook is not a threat. It is intended to make your time here as smooth as possible. Violations **WILL** receive disciplinary action. Deputies are trained and expected to be polite, however your behavior will determine your experience at Ferry County Jail.

RESPONSIBILITY OF INMATES: All inmates, regardless of commitment circumstances, are subject to the laws of the State of Washington and the Rules and Regulations of the Ferry County Jail. No one wants to be confined, we know that. The best control of your behavior is self-discipline. You are encouraged to promptly obey all instructions made by a Correction Deputy and staff members. Cooperation and good behavior will make your stay more pleasant for everyone including your fellow inmates.

OFFENSIVE LANGUAGE: You are to refrain from the use of profane and/or obscene language. Do not make sarcastic or insulting remarks to other prisoners, or Correction Deputies and staff members. Such conduct is a minor violation of the Rules and Regulations of the jail which may result in disciplinary actions or suspension of your privileges.

RESPECT TOWARD OTHERS: Treat others as you wish to be treated. You are required to be considerate and respect the rights and space of others. Much of

your time here will be in a shared environment. You are expected to conduct yourself as an adult and address personal conflict responsibly. It doesn't matter if you like each other, you will treat each other with respect and courtesy.

CLOTHING AND DRESS CODE: All inmates are encouraged to develop good grooming and hygiene habits. Inmates may wear their own socks and underclothing (white only). Inmate uniforms (both top and bottoms) shall be worn at all times in the rec-yard, hallway or dayroom, one exception is during extreme warm weather. White t- shirts will be allowed in the outside rec yard. Clothing will be laundered according to established schedules.

HAIRCUTS: Haircuts may be arranged through the Correction Deputy and/or staff on duty, when circumstances permit.

LOCKDOWN: All inmates are required to return to their cells for lockdown at 08:00pm (2000hrs). All cell doors will remain closed and locked at this time, with an exception of an emergency. If ordered to lockdown for any reason you will comply immediately without delay or argument. It doesn't matter why, do it.

FERRY COUNTY JAIL PROPERTY: Do not damage, destroy, deface, alter, or misuse any Ferry County Property. This includes towels, sheets, and bedding that is issued during initial booking. Any inmate at the Jail that damages, destroys, defaces, alters, or misuses property while incarcerated in the Ferry County Jail, will either be charged for the damaged or destroyed property or be turned over to the Prosecuting Attorney for civil action to recover the amount of damage, to replace or repair such property damaged, criminal charges may also be filed.

CAMERAS: Cameras and other electronics within the Jail **WILL NOT** be tampered with. Anyone found intentionally obscuring or tampering with jail electronics in anyway will receive immediate disciplinary action. A first offense will be treated as interfering with Corrections officers in pursuit of their duties, which is a chargeable offense.

TELEVISION: There is no broadcast or streaming television at Ferry County Jail. On **RARE** occasion a movie may be played on the various screens throughout the

facility. This will be done solely at the discretion of the Superintendent or designee. Movies will be offered as reward and only for those who have adhered to the rules of the facility.

EXERCISE YARD: The outside recreational and exercise area is provided for your use. It is located in conjunction to the dayroom on the west of the facility. No chairs are allowed in the outside recyard without approval from Correction Officers and staff members. You will be able to use the outside recyard after daily cleaning and if weather permits. Rec is a privilege not a right. If the rec area is abused, defaced or kept in an unclean or disorderly manner it will be taken away.

HALLWAYS: No inmate shall loiter in the main hallway at any time of day. When a deputy comes through make way immediately.

CONTRABAND: Contraband is considered anything that was not issued, or items not purchased through commissary or any item that has been altered. These items will be confiscated. Possession of contraband may result in disciplinary action against that inmate, as well as criminal charges filed.

GAMBLING: Gambling in any form is not be allowed. Gambling will result in disciplinary action and possible criminal charges filed.

MAIL:

OUT GOING MAIL: All outgoing and incoming mail is subject to inspection for contraband and/or money. Three (3) letters per week will be mailed for you at County expense. All other correspondence will be mailed at your expense. All correspondence to courts, attorneys, etc., is free. The envelope shall contain your name and the Ferry County Jail return address (P.O. BOX 1099, REPUBLIC, WA. 99166-1099). If not, they will not be mailed.

INCOMING MAIL: All incoming personal mail is subject to inspection for contraband and/or money. Cash will be processed into your commissary account with the Ferry County Jail. **PERSONAL CHECKS WILL NOT BE ACCEPTED!** The inmate account shall be credited for the amount received. No inmate to inmate mail, to

include this facility or other facilities. There will be no note passing or communication of any kind inside the jail between inmates of the opposite sex. Disciplinary actions will be taken against the prisoner's involved.

OFFICIAL MAIL: All mail to or from any inmate's CCO, attorney, the courts, Attorney General, Governor, or Corrections Administrator is considered official mail. All outgoing official mail will be legible, addressed, and sealed. Such outgoing official mail may be inspected in the presence of the inmate. Corrections Deputies will not read the contents. All incoming official mail will not be opened; no contents will be read by the Correctional Staff. However, a Corrections Officer may open such incoming official mail in the inmate's presence for the purpose of assuring that contraband is not being sent to the facility. This type of inspection is not conducted for the purpose of violating the confidentiality of such mail.

MEDICAL SERVICES: In the event of medical problems, notify a Corrections Officer on duty as soon as possible. The Corrections Officer will issue you a medical kite to be filled out. The Corrections Officer will notify the Jail medical provider by the next business day, provided that it is not a legitimate life threatening emergency. The following medical services are subject to billing:

1. Doctor sick- call
2. Hospitalization Services
3. Outpatient Services
4. Prescriptions

Inmates are responsible for expenses incurred for medical, dental, or psychiatric treatment they received from either in-house or from outside health agencies while incarcerated. If you are seen by any doctor, you will be charged the full amount of the visit. This money will be removed from your personal inmate account on the date of such services if available. If you do not have this amount in your account, your account will show a negative balance.

This negative balance will stay with the inmate until collection is made. Delinquent accounts will be sent to collections. Inmates returning to custody who have an outstanding balance from a previous incarceration will be liable to collection from their personal account for that previous balance. Medical services will not be denied to anyone with a legitimate medical need, or for inability to pay.

If medication is prescribed by a doctor, you will be charged for each prescription. This deduction will be handled in the same manner as the co-payment.

If the inmate refuses medical treatment a refusal of medical treatment form must be signed. If the inmate refuses to sign the form, a notation of that effect will be made, signed by the witnessing officer and submitted to the Jail Supervisor, who will verify that medical services have been offered. The jail will make every effort to transport you to and from medical appointments scheduled by the jail. **NO** out of town transports will be authorized without prior Supervisor approval, with exception of court approved furloughs.

Contract Inmates: Stevens County, DOC and other agency holds must receive and be granted permission from their parent facility before treatment is given as per their protocol except in the case of a emergency. In some cases the inmate could be transferred back to the original agency for medical care. DOC could transfer inmates to other holding centers or prisons for treatment.

VISITATION: Visitations are Saturday and Sunday between the hours of 1:00pm and 5:00pm. These hours may vary depending upon the number of inmates receiving visitors and as circumstances dictate.

Immediate family (i.e. wives, husband, children, parents, brothers, sisters, grandparents, aunts, uncles, and any persons so related through marriage) shall be given preference for visitation unless the prisoner specifies otherwise. Visitors seventeen years of age and under shall be **accompanied** by a parent or guardian.

Through the duration of the visit you will conduct yourself in a reasonable manner or the visit will be terminated. If you receive a contact visit, upon termination of

such visit you will be searched. You will be called to visitation areas as you receive visitors.

Anyone who has been incarcerated in this facility in the previous six months prior to current visitation day will not be allowed to visit. Any new arrestee will not be allowed visitation until Probable Cause hearing has been done and/or the inmate is seen by a judge. Any visitor with an outstanding warrant will not be allowed to visit anyone in custody. Inmates scheduled to do weekends as a result of their sentence from the courts are not allowed visitors.

TELEPHONE PRIVILEGES: Individuals who are **not disruptive** will be allowed one telephone call upon the completion of the booking process. Initial telephone call shall be no longer than five minutes in duration. The social call is considered a privilege and will depend on your cooperation and our continued observation of the Jail rules and Regulations. All social calls will be made from the phones placed in the dayroom for prisoner use. The social telephone call will be limited to fifteen minutes. Social calls shall not preclude reasonable access to a telephone to contact an inmate's Attorney.

TRANSFER OF PROPERTY: During incarceration, no individual will be allowed to transfer or sell any of his/her property to another inmate or to the Jail staff. Property, including money, may be released to an outside party upon the inmates written and signed permission. Upon release, inmates may donate items or money utilizing property intake procedures.

ALLOWABLE ITEMS: The following are items you may have brought into the Ferry County Jail for your personal use:

1. Reading material (paperback books only)
2. One set of court clothes

No other items will be allowed without Supervisor approval.

COMMISSARY: The Ferry County Jail maintains a commissary list. Items may be purchased from the small daily commissary list or the big commissary list once a

week. Both lists will be posted in the designated area of the jail or will be provided upon request. The payment for these items will be taken out of your commissary funds.

NO NICOTINE PRODUCTS WILL BE ALLOWED IN THE JAIL: For this rule, nicotine products refer to the use of any and all nicotine and/or vape products. Possession of any nicotine products in the jail will be confiscated and immediate disciplinary actions will be taken. Nicotine products of any kind is considered contraband.

BED LINENS, PERSONAL LINEN AND JAIL UNIFORMS: Exchange of linen and bedding will be conducted once a week. The exchange, however, may vary depending on availability of linen and bedding. Clothing may be exchanged as the need arises, but shall be exchanged at least once a week. You may have your personal laundry done at this time also.

CONTACT BETWEEN MALE AND FEMALE INMATES: Contact and communication of any kind between male and female inmates is expressly prohibited. Passing notes, shouting to be heard or any other attempts to communicate will be disciplined appropriately. It does not matter what your relationship may be, it is not allowed.

DAILY OPERATION: All times referred to in this document are approximate and subject to change due to circumstances and Staff availability.

1. Wake-up call: 7:55 a.m.
2. Breakfast: 8:00 a.m.
3. Showers: Daily
4. Daily cleaning and disinfecting: 8:00 a.m. – 10:00 a.m.
5. Lunch: 12:30 p.m.(weekends) & 1:00 p.m.(weekdays)(may be locked down to serve)
6. Dinner: 7:00 p.m.(may be locked down to serve)

7. Lockdown: 08:00 p.m. or as directed **(NO EXCEPTIONS)**

WEEKLY EVENTS:

Monday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- Razor list issued
- Last day to turn in Weekly Commissary orders before lockdown (holidays pending)

Tuesday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- Laundry change (time permitted)
- Razors passed out

Wednesday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells

Thursday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells

Friday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- Razor list issued

Saturday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- Laundry change (time permitted)
- Razors passed out
- 1:00 p.m. – 5:00 p.m. : Visitations

Sunday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- 1:00 p.m. – 5:00 p.m. : Visitations

INCENTIVE MEALS: Friday and Sunday incentive meals will be offered as resources and time permit. Special meals will be subject to the discretion of the Superintendent or Sergeants based on INDIVIDUAL behavior. Individuals with consistent patterns of poor behavior, disrespect and/or infractions will lose their special meals that week and will be provided with a regular meal. If it is deemed the jail population as a whole is not behaving appropriately everyone will lose special meals that week and be provided with regular meals. Special meals are rewards for good behavior and a safe friendly jail environment. No one is owed a special meal. Individuals who do not get a special meal will receive an explanation why. No arguments will be entertained.

ATTORNEY AND CLERGY: The Ferry County Jail has an open-door policy for Attorneys and Clergy. Attorneys and Clergy may visit at any time as long as it constitutes a reasonable hour and it does not violate the Correction Facility's safety security and/or operations.

SENTENCED INMATE PROGRAMS:

GOOD TIME: An inmate must **EARN** THEIR "Good Time Credit" by following the rules of the Ferry County Jail, cleaning their individual cell, cleaning the General Population Areas, complying with any and all directives made by a Correction Officer or staff of the Ferry County Sheriff's Department, and treating other inmate and staff with courtesy and respect. **If inmates fail to perform these tasks or follow these rules, they will not be eligible for "Good Time Credit"** in the Ferry County Jail. This will be administrated at the Superintendents discretion in accordance with state law and Ferry County Policy. No exceptions will be made for any reason.

INMATE WORKER: Individuals who have been sentenced to a period of time in the Ferry County Jail are eligible for consideration as inmate workers. However, the fact that a person is sentenced does not mean an inmate will be allowed to become a facility inmate worker. In order to be considered for

these positions, a prisoner must not have any other charges pending, must display dependability and good hygiene habits. In order to be considered for inmate worker status you must treat Correctional Staff with respect and must not have any major behavioral problems. Inmate workers perform custodial tasks, laundry duties, cooking and serving duties to inmates within the facility. Screening and authorization will be done by Jail Sergeants but subject to Superintendent review and approval.

YOUR CONDUCT: The Ferry County Jail has set forth rules and regulations for your safety, security, health and welfare while you are incarcerated. You are required to adhere to these rules. The following is a list of minor and major violations you may be charged with if you violate the rules. This is a list of the most common infractions but **NOT** all inclusive.

MINOR CHARGEABLE OFFENSES:

1. DISRESPECT: Actions or communications directed by an inmate towards Correctional Staff Officers or other prisoner, which include hostility or personal animosity. There will be no horseplay and shadowboxing within the Jail Facility. WAC 137-28-202, 203, 353, 355, 357

2. CONTRABAND/PETTY: Alterations of issued items such as clothing, bedding, linen, or any property of the jail. Possession of unauthorized amount of otherwise authorized clothing, bedding, or issued hygiene supplies. WAC 137-28-356.

3. INMATE WORKER VIOLATIONS: Non-compliance with work assignments or poor work habits, and non-compliance with maintaining personal hygiene. WAC 137-28- 103

4. FAILURE TO KEEP CELL SANITARY: Failure to keep your person or cell in accordance with jail rules and policies. WAC 137-28-301.

5. FAILURE TO FOLLOW RULES AND ORDERS: Failure to follow any rules or policies adopted by the jail. Refusing or failing to obey an order, oral or written, of Correctional Officer and Staff members. WAC 137-28-102

6. OUT OF BOUNDS: Being in an area where the presence of the prisoner is unauthorized. WAC 137-28-210.

7. INAPPROPRIATE SEXUAL BEHAVIOR: Possession of any written, photographic or hand-drawn material that depicts a sexually explicit act as defined in WAC 137-28-160.

8. Smoking and possession of tobacco products. Possession, introduction, or transfer of any tobacco, tobacco products, matches, or tobacco paraphernalia. WAC 137-28-251, 606.

9. Unauthorized tampering of jail pass- through doors. WAC 137-28-102.

10. No fishing of any and all foreign objects to another inmate while in lockdown. WAC 137-28-102.

MAJOR CHARGEABLE OFFENSES:

1. DISOBEYING THE LAW: All laws pertaining to the general public will also apply to the prisoner housed in the Ferry County Jail. Violations of the law may result in new misdemeanor or felony charges filed against that prisoner. WAC 137-25-507.

2. Any act involving serious threat of assault, aggravated assault or bodily injury to a Correctional Staff or other prisoners. WAC 137-25-502, 604, 633, 704.

3. Advocacy (meaning: giving aid to cause) of violence, either verbal or written. WAC 137-25-506, 651, 650

4. Mutilating, altering, defacing or destroying any jail property. WAC 137-28-055.

5. Escape or attempted escape. WAC 137-25-550

6. Possession of dangerous contraband: Any altered item that could be considered to be used as a tool, weapon, or stimulant device. Possession of any kind of drug or drug paraphernalia. WAC 137-25-601, 602, 603.

7. Intoxication or unauthorized use of stimulants or sedatives. Includes the use of intoxicants upon the return from work release or work

details. **<u>NOTE:</u> You can be subject to a urine test.** WAC 137-25-607,

8. 3 minor violations: The accumulation of three minor violations within a thirty day period will be considered a major violation.
9. Gambling; possession of gambling paraphernalia. WAC 137-25-559.
10. Disruptive behavior: Any action which has a serious effect upon the discipline and/or any other programs or operation of the Ferry County Jail. This action includes advocacy, encouragement, promotion, or participation in any group or individual disturbance within in the Ferry County Jail. WAC 137-25-652, 682.
11. Committing homicide. WAC 137-25-501.
12. Indecent exposure. WAC 137-25-750.
13. Taking or holding any person hostage. WAC 137-25-521.
14. Sexual assault or attempted sexual contact on a Correctional Officer or Staff member. WAC 137-25-611, 635, 636.
15. Rioting or inciting others to riot. WAC 137-25-650, 651.
16. Possession or unauthorized use of a cell phone. WAC 137-25-882.
17. Engaging in sexual acts with other prisoners of the jail facility. WAC 137-25-504.
18. Making a bomb threat. WAC 137-25-744.
19. Urinating, defecating or placing feces or urine, in any location other than a toilet or authorized receptacle. WAC 137-25-884.
20. While in work release, violation of an imposed special condition or failure to return from an authorized sign out. WAC 137-25-814, 831.
21. Throwing objects, materials, substances, or spitting in the direction of another prisoner(s). WAC 137-25-308.
22. Theft of property or possession of stolen property. WAC 137-25-555.

23. Unauthorized possession of prescribed medication greater than a single or daily dose. WAC 137-25-610.

24. Being tattooed while incarcerated, tattooing another, or possessing tattoo paraphernalia. WAC 137-25-710.

25. Giving, selling, borrowing, lending, or trading money or anything of value to, or accepting or purchasing money or anything of value from, another offender or that offender's friend(s) or family, the value of which is ten dollars or more. WAC 137-25-714.

DISCIPLINARY ACTION: If you violate any of the rules or regulations of the Ferry County Jail, you may be subject to disciplinary action. In event that you are charged with the violation of the rules and regulations of the Ferry County Jail, at least twenty four hours prior to the disciplinary action and/or hearing, the inmate shall receive a copy of their rights as an inmate in regards to the disciplinary action and/or hearing. In addition to the disciplinary action and/or hearing, if you have committed an act that constitutes a misdemeanor or felony, formal charges will be filed with the Ferry County Prosecuting Attorney.

INMATE RIGHTS

The inmate alleged to have committed a major infraction shall have, and be promptly advised of the following rights:

1. The inmate has the right to appear on his/her own behalf, to present witnesses and to present documentary evidence unless the exercise of such rights would be unduly hazardous to the Ferry County Jail Facility's safety and security.

2. An inmate who is unable to represent him/her self in such a hearing shall be informed of his/her right to be assisted by another person in understanding and participating in the hearing.

3. The inmate shall be advised of the decision in a written notice giving the reasons for that decision and for the disciplinary action, if any, and evidence relied upon in reaching the decision.

4. The inmate shall be permitted to appeal the disciplinary hearing decision to the Sheriff of Ferry County or the person he designates in accordance with appeal procedures established by this facility. This is done by written appeal to the Sheriff or the person he designates.

5. The above provisions do not preclude the imposition of administrative segregation required by the Washington Administrative Code (WAC) or other appropriate limitations of freedom of the inmates involved prior to such disciplinary proceedings.

6. Any rule violation charge pending against a inmate shall be acted upon as soon as possible and no later than forty eight hours (exclusive of Saturdays, Sundays, and Holidays) after the observation or discovery of the infraction, and based on considerations of the individual involved.

FORMS OF DISCIPLINE:

- Recommendation of forfeiture of "Good Time" credit
- Transfer to maximum security or segregation section
- Loss of privileges
- Lockdown (time pending)
- Removal from work detail or other assignment

LIMITATIONS ON PUNISHMENT:

- No inmate or group of inmates shall be given authority to administer punishment to any other inmate or group of inmates.
- Deprivation of regular feeding, clothing, bed, bedding, or normal hygienic implements and facilities shall not be used as a disciplinary sanction.
- Correspondence privileges shall not be denied or restricted, except in cases where the prisoner has violated correspondence regulations.

- Visitation privileges should not be denied or restricted as a sanction for infractions of rules of the institution unrelated to visitation. However, they can be suspended if the violation is a major infraction, such as fighting, etc.
- Under no circumstances shall Attorney-client visits be restricted.
- No inmate shall be held in disciplinary segregation for more than five (5) consecutive days without review by the disciplinary hearing body of Chief Law Enforcement Officer or his/her designate, and in no event shall a inmate be held in disciplinary segregation for more than ten (10) consecutive days as the result of any one hearing.
- Corporal punishment and physical restraint (e.g. handcuffs, leather restraints, waist restraints, and straight jackets shall not be used as a sanction.

OFFENDER GRIVANCE HANDOUT

What is a grievance? A grievance is a formal written compliant by an offender on his/her own behalf.

- All Correctional Staff are expected to be sensitive to offender problems. The primary reason for the grievance procedure is to deal with complaints after resolution has been attempted through routine administrative channels. However, the grievance mechanism is available to all offenders for the expression and resolution of a problem if he/she wishes to be filing a grievance formally.

WHAT ITEMS ARE GRIEVABLE?

1. Department policies, rules, and procedures enforced within the jail; or lack thereof, that personally affects the offender.
2. Actions by jail employees, contact staff, or volunteers under the jurisdiction of the jail that personally affects the offender.
3. Reprisals against persons who file a grievance based on his/her good faith use of the grievance procedure.

WHAT ITEMS ARE NOT GRIEVABLE?

1. State and Federal Law, court decisions.

2. Board of Prison Terms and Parole decisions, community corrections officer recommendations to Superior Court and/or the Parole Board, classification decision, and jail process or procedure that has an existing review or appeal process.

3. Application of special conditions imposed by the community corrections officer in accordance with department policy.

4. Any grievance occurring prior to the effective date of this procedure.

HOW DO YOU FILE A GRIEVANCE? This procedure is characterized by a series of actions which lead to a grievance resolution. Grievances must be processed from initiation to final disposition within 90 days, excluding mail time, unless the grievant has been agreed upon in writing to an extension of the time for response. The action begins with the offender notifying the on duty corrections officer that he/she wants to file a grievance.

In order to do this, the offender can use the grievance system on one of the 3 kiosks located in the jail (down stairs day room, upstairs day room/pc area, female pod). On the kiosk system is a grievance section where an inmate may fill out a grievance. The grievance system is checked weekly by the jail staff. Grievances alleging staff misconduct are sent to the jail superintendent only thru the grievance system.

Once the jail staff has received the grievance, he/she will determine whether the offender's concerns are grievable as defined in this procedure. A grievance alleging staff misconduct is sent directly to the jail superintendent thru the grievance system. Once this is determined, the grievance is responded to thru the grievance system and the inmate may check back on the kiosk to see a response. Grievances alleging staff misconduct are not dealt with in the same manner and they will be discussed separately.

ROUTINE GRIEVANCES: When a routine grievance is filed as previously stated, the Jail staff will investigate the concerns of the offender and provide a response within 20 working days this response is sent electronically thru the grievance system on the inmate kiosks. If the grievant is not satisfied with the response, it may be appealed in writing within 5 working days. In order to do this, the grievant must fill out a grievance appeal form. It then needs to be placed into a sealed envelope and sent to the jail superintendent. Once the superintendent receives the appeal, he/she will initiate the appeal. The grievance would then go to level 2. The Sheriff's will investigate the grievance and provide the offender with a written response

within 20 working days after receiving the appeal to this level. If the offender is not satisfied with the Sheriff's response, the offender may appeal in writing within 5 working days. The appeal is conducted in the same manner as stated earlier and once this is completed, the grievance is then forwarded to the next level of review (level 3, Ferry County Prosecuting Attorney). The Prosecutor will review grievances at this level and provide a written response to the grievant within 20 working days after the appeal to this level is received by the department grievance coordinator. The Prosecutor is the final appellate authority.

NOTE: An incident or process being grieved must have occurred within 5 working days of submission of the grievance form. For a grievance challenging general policy or procedure, or lack thereof, this does not apply. No issue can be grieved which occurred earlier than the effective date of this procedure.

GRIEVANCES ALLEGING STAFF MISCONDUCT: Grievances alleging staff misconduct are initiated as indicated earlier. This investigation will be conducted by the jail Superintendent, Sheriff or his designee. The grievant, staff member and appropriate witnesses will be interviewed in person or by telephone during this investigation. The Superintendents response to the grievant will be provided in writing within 20 working days after the grievance was initiated. If the grievant is not satisfied with the Superintendents response, he/she may then appeal to the next level of review within 5 working days. This is accomplished as stated earlier and the next level of review is the Ferry County Sheriff, level 2. The same process takes place and the inmate will be informed again within 20 working days of the Sheriff's decision. If the grievant is not satisfied with the Sheriff's response, he/she may then appeal to the next level of review within 5 working days. This is accomplished as stated earlier and the next level of review is the Ferry County Prosecutor, level 3.

The Prosecutor will then review the grievance and provide a written response within 20 working days after the appeal to this level is received by the Ferry County Prosecutor. The Prosecutor is the final appellate authority on all grievances.

EMERGENCY GRIEVANCES: Emergency grievances are limited to that issue that present a threat of death or injury to offenders, staff, or disruption of the jail facility in those areas that county has authority to take corrective action. To file an emergency grievance, contact the nearest staff member who will notify the on duty Sergeant and Jail Superintendent.

REPRISAL: Good faith use of and good faith participation in the grievance system will not result in formal or informal reprisals.

IF YOU HAVE ANY QUESTIONS, CONTACT A JAIL SERGEANT.